

## Your Position

<b>Your job</b>	Compliance Officer (Transport) Kaiarahi Tūtohu (Ikiki)
<b>Your group</b>	Infrastructure
<b>Your team</b>	Transport
<b>Your manager</b>	Team Leader Compliance (Transport)
<b>Your base</b>	Council premises within Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- build towards a low carbon city and proactively address the challenges of climate change
- create thriving communities where everyone can be safe and healthy – at home, work or play
- keep tamariki and rangatahi at the heart of our city.

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Transport business unit comprises three teams; Maintenance and Delivery, Engineering and Compliance and Asset Planning. The business unit is responsible for a significant portion of the Council's customer interactions and budget spend to deliver a transport network that supports people as they work, live and play in Porirua

## Your purpose

The purpose of the Compliance Officer (Transport role) is to:

- be the first port of call for anything related to Submitica, BeforeUdig and any other system and process related to accessing the road corridor
- be prepared to go out on site on a daily basis to inspect and audit CARs, TTM plans as well as inspecting reinstatement works
- be an understudy to the Team Leader Compliance (Transport) and will be expected to provide assistance to them as and when required.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Utility operators</li><li>• Waka Kotahi</li><li>• Contractors, consultants and suppliers</li><li>• Waka Kotahi</li><li>• GWRC</li><li>• Central, regional and local government, public organisations and business</li><li>• Members of the public and community organisations</li><li>• Ngāti Toa Rangatira</li><li>• Other local authorities</li><li>• Industry groups.</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Transport Team, Executive Leadership Team, managers and staff at all levels of the organisation</li><li>• Mayor, Councillors, Council and Council Committees.</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Coordinate and assist the Team Leader Compliance (Transport) with the day-to-day work activities to ensure all Corridor Access Request (CAR) and/or temporary Traffic Management Plan (TTMP) related works are completed on time</li> <li>• Audit and provide administration to ensure the TTMP, Warrants and traffic management plans for compliance and safety</li> <li>• Coordinate roading reinstatements, compaction testing, vehicle crossings, permits (50Max, HPMV, Overweight, skip bin)</li> <li>• Check Vehicle Crossing construction administration, permit, and CAR &amp; TMP requirements.</li> <li>• Ensure TTM approval, inspections and audits are completed to meet agreed performance objectives</li> <li>• Follow documented procedures and processes outlined in applicable temporary traffic management (TTM) documentation and National Code of Practice for Utility Operators</li> <li>• Ensure that all Service Requests and Elected Member queries directed to you are responded to within the requirement timeframes</li> <li>• Participate in regular meetings and forums with internal and external organisations as required</li> <li>• Provide other services and advice as required by the Team Leader Compliance (Transport)</li> <li>• Ensure your work is planned and can be delivered within committed timeframes. Where it cannot be, ensure your manager is advised so they can support you in the re-prioritisation of work</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Take reasonable care that your action, or inaction, does not adversely affect the health and safety of other people</li> <li>• Take reasonable care of your own health, safety, security, and wellbeing</li> <li>• Ensure all health, safety and security incidents are reported</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of the National Code of Practice for Utility Operators' Access to the Transport Corridor and the New Zealand Guide for Temporary Traffic Management (NZGTTM): Part 8 of the Traffic Control Devices manual (TCD Manual)</li> <li>• Traffic Management qualification to the Site Traffic Management Supervisor Level 1 (STMS L1)</li> <li>• TTM Auditor qualification</li> <li>• Proven experience in working with Submitica, BeforeUdig and Temporary Traffic Management.</li> <li>• Demonstrated experience in, or the ability to, carry out auditing to establish the level of compliance for temporary traffic management installed and maintained for each activity in the terms of the Code of Practice for Temporary Traffic Management, New Zealand Guide to Temporary Traffic Management and to measure the level of safety within the PCC network</li> <li>• Experience working in road construction and associated traffic management</li> <li>• Proven track record of building strong working relationships and partnerships across multiple sectors in order to deliver the best result for all</li> <li>• Proven experience in undertaking trench inspections to ensure roading reinstatements meet PCC's standards</li> <li>• Proficiency in general computer skills including Word, Outlook and Excel</li> <li>• Analytical skills</li> <li>• Current unrestricted drivers licence in Class 1</li> <li>• Physical ability to carry out site visits and inspections</li> <li>• Demonstrated self-motivation, enthusiasm, commitment, flexibility and initiative</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding of the principles of the Tiriti o Waitangi</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• Level 2/3 Non-Practicing Site Traffic Management (or equivalent)</li> <li>• Experience in GIS</li> <li>• Experience working in a Local Government environment.</li> </ul>

Last updated February 2026



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.